

Animal and Plant Health Inspection Service

Wildlife Services

CHARTER

1. Committee's Official Designation

The Committee's official designated name is National Wildlife Services (WS) Advisory Committee (Committee).

2. Authority

The APHIS WS program operates under the Act of March 2, 1931, (7 U.S.C. 426 – 426b) and the Act of December 22, 1987 (7 USC 426c).

3. Objectives and Scope of Activities

The purpose of the Committee is to advise the Secretary of Agriculture on policies and program issues necessary to manage damage caused by depredating wildlife to protect America's agricultural, industrial, and natural resources and to safeguard public health and safety. The Committee is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

4. Description of Duties

The reestablishment of this Committee is in the public interest in connection with the duties and responsibilities assigned to the U.S. Department of Agriculture (USDA) by Public Law No. 99-190. The duties of the Committee involve advising the Secretary on:

- (a) overall policy and guidance for the operation of the WS program;
- (b) resources to accomplish the WS mission;
- (c) impacts of depredating wildlife;
- (d) public health and safety problems created by birds and other wildlife; and
- (e) research activities and priorities to address wildlife damage management needs.

5. **Agency or Official to Whom the Committee Reports**

The Committee will report to the Secretary of Agriculture through the Under Secretary, Marketing and Regulatory Programs.

6. **Support**

The Animal and Plant Health Inspection Service (APHIS) WS' Operational Support Staff Office will provide the necessary support for the Committee.

7. **Estimated Annual Operating Costs and Staff Years**

The annual costs are estimated at \$43,600 and .03 staff years.

8. **Designated Federal Officer**

The Deputy Administrator for APHIS WS will serve as the Designated Federal Officer (DFO) and will provide the necessary staff support for the Committee. The DFO will approve or call all of the advisory committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

9. **Estimated Number and Frequency of Meetings**

Meetings will be held annually or more often if the Secretary of Agriculture deems it necessary.

10. **Duration**

Continuing.

11. **Termination**

Termination shall occur two years from the filing date if the charter is not renewed.

12. **Membership and Designation**

12a. This Committee will be fairly balanced in its membership in terms of the points of view represented and the functions to be performed. Steps will be taken to encourage fresh points of view, such as establishing staggered membership terms and limiting the number of renewed memberships.

12b. Membership will be composed of twenty (20) persons representing a broad spectrum of agricultural, environmental, conservation, academic, animal welfare, and related interests. Equal opportunity practices, in line with USDA policies, will be followed in appointing representative members to the Committee.

12c. Of these members, one will become the chairperson who is recognized for his or her ability to lead a group in a fair and focused manner and who has been briefed on the mission of this Committee. A co-chairperson may be assigned, especially to facilitate his or her transition to become the chairperson in the future.

12d. Ethics Statement

To maintain the highest levels of honesty, integrity and ethical conduct, no Committee or subcommittee member shall participate in any “specific party matters” (i.e., matters are narrowly focused and typically involve specific transactions between identified parties) such as a lease, license, permit, contract, claim, grant, agreement, or related litigation with the Department in which the member has a direct or indirect financial interest. This includes the requirement for Committee or Subcommittee members to immediately disclose to the DFO (for discussion with USDA’s Office of Ethics) any specific party matter in which the member’s immediate family, relatives, business partners or employer would be directly seeking to financially benefit from the Committee’s recommendations.

All members will receive ethics training to identify and avoid any actions that would cause the public to question the integrity of the Committee’s advice and recommendations. Members who are appointed as “Representatives” are not subject to Federal ethics laws because such appointment allows them to represent the point(s) of view of a particular group, business sector or segment of the public.

Members appointed as “Special Government Employees” (SGEs) are considered intermittent Federal employees and are subject to Federal ethics laws. SGE’s are appointed due to their personal knowledge, academic scholarship, background or expertise. No SGE may participate in any activity in which the member has a prohibited financial interest. Appointees who are SGEs are required to complete and submit a Confidential Financial Disclosure Report (OGE-450 form) and, upon request, USDA will assist SGEs in preparing these financial reports. To ensure the highest level of compliance with applicable ethical standards USDA will provide ethics training to SGEs

on an annual basis. The provisions of these paragraphs are not meant to exhaustively cover all Federal ethics laws and do not affect any other statutory or regulatory obligations to which advisory committee members are subject.

12e. Equal Opportunity Statement

Equal opportunity practices, in line with USDA policies, will be followed in all membership appointments to the committee. To ensure that the recommendations of the committee have taken into account the needs of the diverse groups served by the Department, membership shall include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

13. **Subcommittees**

The Committee may request establishment and use subcommittees which are created by the Agency or DFO. Subcommittees will report back to the Committee, and will not provide advice or work products directly to the Department or Agency.

14. **Recordkeeping**

The records of this Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date**

April 23, 2014